

# Reporting Basics

Updated March 30, 2026

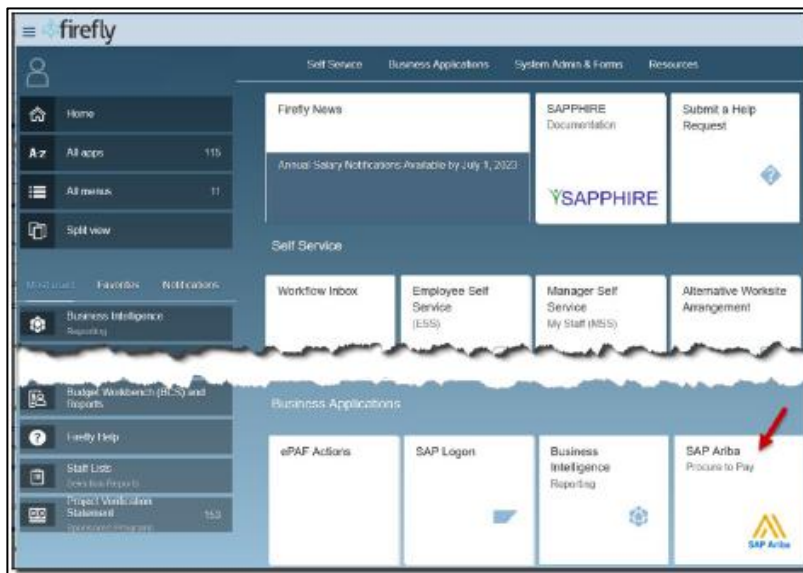
## Purpose

This document is designed to show the steps needed to create and manipulate reports in SAP Ariba.

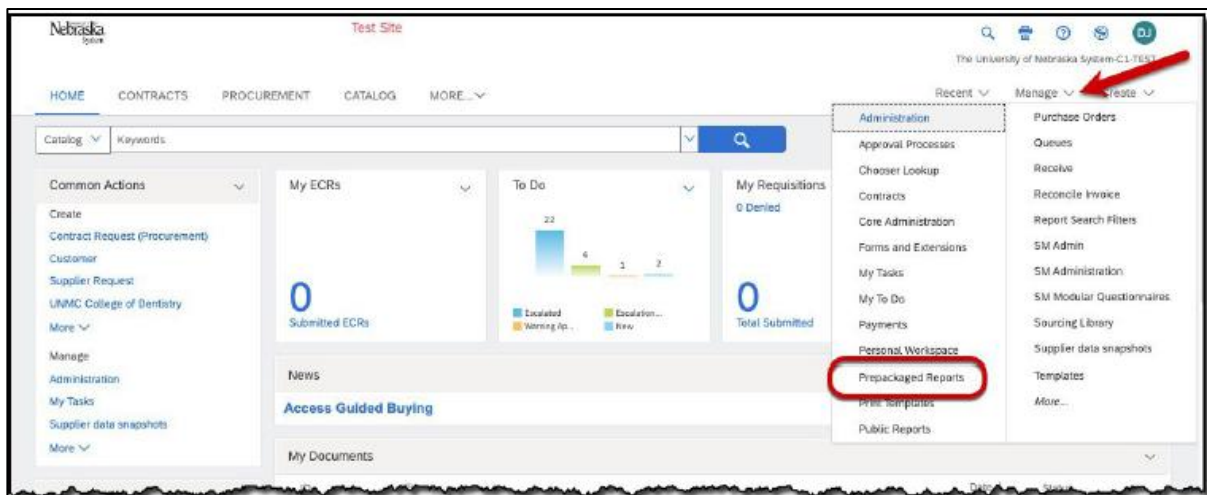
**Note:** You can only delegate to a user that is at the same level or higher in the organization.

## Procedure

Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.

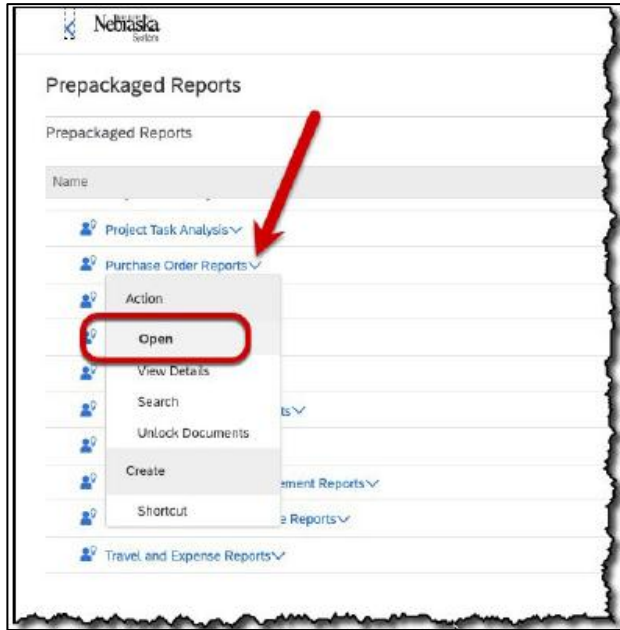


Click “Manage” and select “Prepackaged Reports” from the drop-down menu.

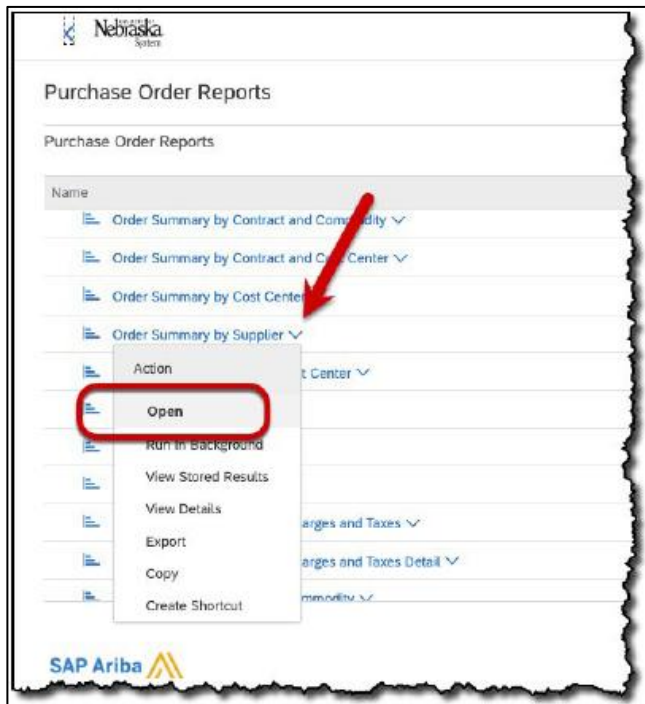


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The list of available report categories displays. Click the drop-down next to the desired report category and select “Open” from the drop-down menu.



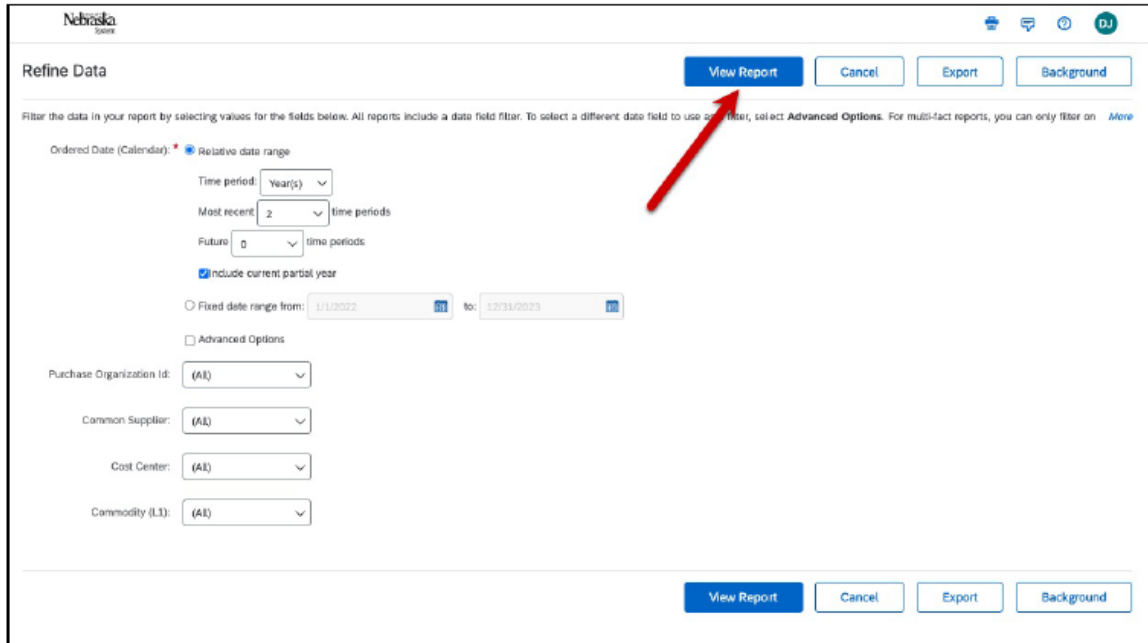
The list of available reports within the category displays. Click the drop-down next to the desired report and select “Open” from the drop-down menu.



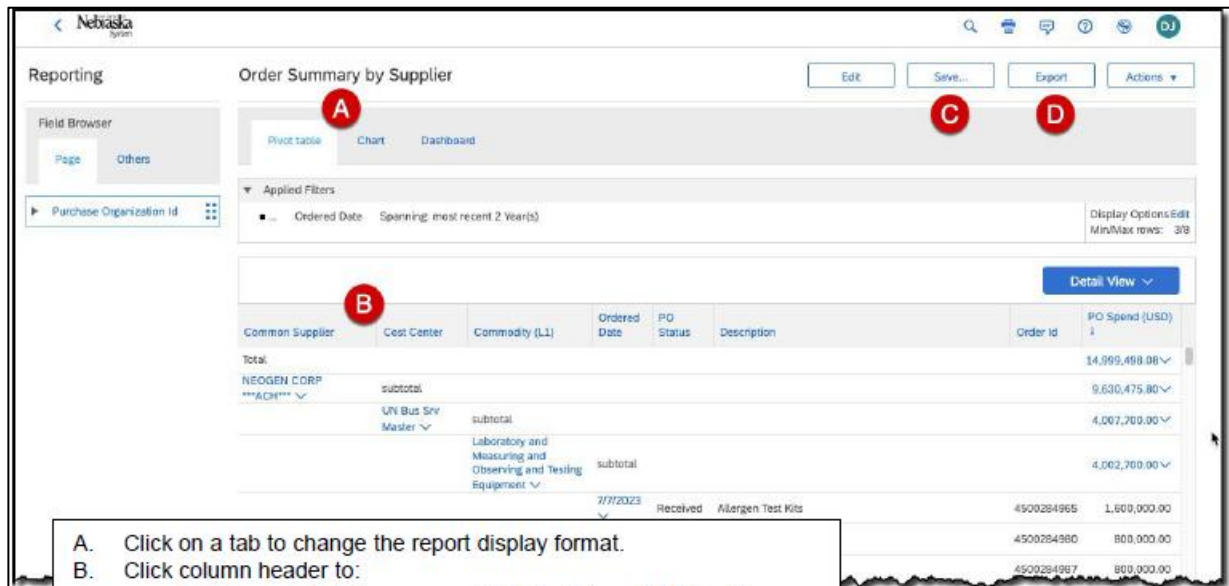
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The "Refine Data" screen displays. Adjust the data filters, as needed. Click "View Report" to proceed and view the data onscreen. NOTE: Fields available will vary by report type.



The report detail displays. Manipulate the onscreen data as noted below.



- Click on a tab to change the report display format.
- Click column header to:
  - Sort the report data onscreen (NOTE: Not available in all reports).

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- b. Move column left or right to rearrange display.
- C. Click to save the report to personal workspace or as a “PUBLIC” report.
- D. Click to export the report data (e.g., Excel, CSV).